



## CIVIL SERVICE OF JAMAICA JOB DESCRIPTION & SPECIFICATION

<b>Ministry/Entity: MINISTRY OF JUSTICE</b>	
<b>Job Title</b>	Director, Procurement
<b>Job Grade</b>	GMG/SEG2
<b>Post Number</b>	63671
<b>Unit</b>	Procurement
<b>Division</b>	Corporate Services
<b>Reports To:</b>	Director, Corporate Services
<b>Direct Reports</b>	
<b>Indirect Reports</b>	

**THIS DOCUMENT IS VALIDATED AS AN ACCURATE AND TRUE DESCRIPTION OF THE JOB AS SIGNIFIED BELOW:**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Department/Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date received in Human Resource Division

\_\_\_\_\_  
Date Created/Revised

## **A. JOB PURPOSE STATEMENT (reason for job existing)**

Under the direction of the Director Corporate Services, the incumbent is required to manage the procurement processes of the Ministry for all goods, works and services to ensure transparency, objectivity, integrity, economy and efficiency, consistent with relevant guidelines and regulations. The incumbent is also responsible for ensuring quality control of the Ministry's assets.

## **B. KEY OUTPUTS**

- Tender documents prepared and posted
- Tender documents evaluated
- Procurement Committee Meeting convened
- Tender opening convened
- Requisitions/purchase orders authorized
- Goods and services procured
- Reports produced
- Records updated and maintained
- Inventory levels maintained
- Budget prepared
- Procurement plan prepared
- Contracts prepared
- Purchase Plan develop
- Inventory Audit conducted
- Asset Registry monitored
- Audit queries answered
- Performance evaluation reports prepared

## **C. KEY RESPONSIBILITY AREAS**

### **a. Management/Administrative Responsibilities:**

- Prepares Annual Budget and assists in the preparation of the Unit's Operational and Corporate Plans;
- Prepares Monthly Reports;
- Manages the Unit's budget and gives approval for the payment of goods and services procured;
- Drafts Audit responses

### **b. To manage the contracts administration/bidding process and request for proposals to ensure accountability and transparency**

- Develops specifications and terms for Bid Proposals and arranges for advertising and schedules opening dates for Tender Documents;
- Reviews vendor bids and prepares analysis of quotation;
- Prepares recommendations for contract awards or vendor selection to Procurement Committee for approval;

- Participates in reviewing and scoring of proposals associated with formal procurement;
- Reviews contract to evaluate overall revisions, price and past performance of each contract prior to bid or renewal;
- Recommends price increases provided for in contracts and makes changes as necessary and appropriate;
- Prepares Service Contracts;
- Responds to enquiries concerning criterion for contract award decisions;
- Maintains contract files;
- Prepares procurement quarterly report on the request of the Office of Contractor General

**c. To procure goods and services in accordance with quality requirements and financial guidelines/regulations**

- Develops and maintains purchase plan;
- Negotiates with potential suppliers regarding specifications and prices;
- Liaises with persons in the supply chain to ensure timely acquisition of goods and services;
- Performs costs benefits analysis and prepares monthly reports on bulk procurements;
- Reviews suppliers' invoices/quotations and brokers' bills for compliance with Government Procurement guidelines;
- Checks and certifies purchase orders and requisitions;
- Verifies deliveries and invoices against Purchase Orders;
- Maintains purchasing records for each assigned budget by object code;
- Monitors general expenditure and disbursement of funds for goods and services purchased;
- Prepares expenditure information regularly to supervisor for budget control purposes;
- Maintains procurement records such as items or services acquired, cost, delivery, product quality and performance

**d. To lead and manage the human resource functions of the unit to achieve established strategic objectives**

- Manages the welfare and development of direct reports through the preparation of performance appraisals and recommendations of required training and developmental programmes;
- Provides guidance and staff through coaching, mentoring and training, providing assistance and support needed;
- Participates in the recruitment of staff for the Department;
- Ensures that staff is aware of and adhere to the policies, procedures and regulations of the Division and the Ministry;

## **D. PERFORMANCE STANDARDS**

This job is satisfactorily performed when:

- Goods and services procured in accordance with quality requirements and financial guidelines/regulations
- Established deadlines, targets and quality standards are consistently met
- Procurement of goods and services carried out in accordance with Government procurement guidelines
- Stock level of goods are maintained in accordance with established procedures
- Board of Survey's conducted in accordance with established guidelines
- Accurate record keeping

- Accurate reports are generated and submitted within agreed timeframe
- Expenditure and disbursement of funds monitored in accordance with established guidelines
- Bid documents prepared in accordance with specifications
- Tender opening conducted in accordance with established standard
- Performance evaluation reports prepared in accordance with established format

## E. REQUIRED COMPETENCIES

(I. and II. See PMAS Competency framework for behavioural attributes)

I. Core Competencies	Level	II. Technical/Functional Competencies	level
Oral Communication		Use of Technology	
Written Communication		Problem Solving	
Integrity		Customer and Quality Focus	
Team Work & Cooperation		Planning and Organising	
Initiative		Conflict Management skills	
Compliance		Negotiating skills	
Time Management		Change management skills	
Interpersonal			
Adaptability			

I. Key Competencies	level
Knowledge of Government Procurement methods and procedures	
Excellent knowledge of contract administration and contract law	
Ability to research and evaluate technical proposals and recommend contracts for award	
Knowledge of office management principles, practices and procedures;	
Excellent knowledge of Accounting practices as applied to procurement procedures;	
Proven ability to analyse and interpret information for decision making	
Proven ability to exercise sound judgment in difficult situations	
Proven ability to prioritise amongst conflicting demands and make rational decisions based upon a sound understanding of the facts in limited	
Comprehensive knowledge of the general operations of the machinery of the government, the role,	

function and operations of Cabinet and Parliament	
Project Management: <i>Planning, implementing, monitoring and completing projects, ensuring effective management of scope, resources, time, cost, quality, risk and communications.</i>	
Accountability and Financial Management: Implements strategies to achieve operational efficiencies and value for money	
Ability to manage limited resources in order to achieve challenging output targets	

## F. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

### (a) Specific knowledge (however acquired) required to start:

- Organizational awareness - knowledge of the role and function of the Ministry
- Knowledge of Budgeting and Corporate Planning procedures
- Sound knowledge of modern office practices and procedures
- Good working knowledge of GOJ Procurement Policies and Procedures
- Knowledge of the Financial, Administration and Audit (F.A.A.) Act
- Knowledge of the Contractor General's Act
- Knowledge of principles of supplies and inventory management.
- Awareness of disaster management procedures.

### (b) Qualifications and Experience

- First Degree in Public Administration; and
- Five (5) years' experience, two (2) of which should be in a similar position

### (c) Continuous Professional Development

- Attend relevant training on emerging trends and practices within the Procurement field

## (b) SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- May be required to work beyond the normal working hours during periods of emergency or disaster

## (c) AUTHORITY

- Negotiates contracts within established limits for goods and services
- Recommends purchasing policies and procedures
- Recommends termination of suppliers' contracts
- Recommends the disposal of asset;
- Requests stock counts
- Recommends acceptance or rejection of suppliers' proposals
- Recommends leave, disciplinary action, training, promotion, set priorities, objectives and revises work schedule for direct report.

**Resource Managed (budget, purchases, other assets):**

- Material budget within specified guidelines
- Budget for goods and services